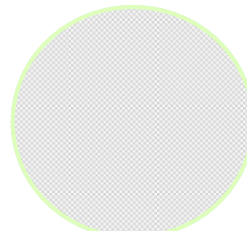
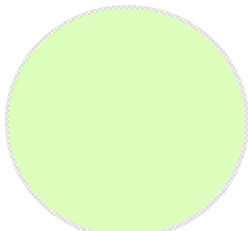


# CITY OF SAN RAMON SPORTS FIELDS & GYMNASIUM RESERVATION INFORMATION



## HOURS AND AVAILABILITY

- City Programs and Co-Sponsored User Groups are provided priority in reserving the sports fields and gymnasiums. Private rental availability varies throughout the year depending on City Program and Co-Sponsored User Group needs.
- Sports Fields are available:
  - Monday — Sunday: 8:00am - Sundown*
  - Note: Lighted fields are subject to an additional fee.*
- Pine Valley and Iron Horse Gymnasiums are available:
  - Monday — Friday: 5:00pm - 10:00pm*
  - Saturday and Sunday: 8:00am - 10:00pm*
- Additionally—Picnic Areas are available for reservation - a complete list of may be viewed online at: [www.SanRamonVenues.com](http://www.SanRamonVenues.com)

## HOW DO I RESERVE?

- A prospective renter may tour any of the City of San Ramon Facilities during open hours, respecting the privacy of individuals using those facilities.
- For availability, please contact the appropriate staff.
- All reservations will only be confirmed upon submission of a completed application, signed contract, payment of appropriate rental fees, submission of insurance and required deposits. Payments can be made by using cash, check, Visa, MasterCard or American Express.
- Reservations requested less than 14 days in advance will not be accepted.

## WHAT IF I HAVE TO CANCEL?

- Reservations that are cancelled may be subject to penalties. Upon receipt of the cancellation notice, penalties if applicable will be applied as follows:
- Field Rentals: **No refunds or cancellations unless a rainout is declared by the City of San Ramon.**
  - Note: The City of San Ramon will determine rainouts during weather inclinations. If an event is rained out, a full refund can be requested or a credit will be issued for use scheduled during the same season.*
- Gymnasium Rentals: **No refunds less than 30 days from rental date. Additions and/ or date changes must be requested by the 15th of the previous month. Full refund 30 days or more from rental date [\$25.00 transaction fee applies].**
- If the City of San Ramon cancels or reschedules a previously scheduled event at a time, which is deemed unsatisfactory by the reserving group or individual, all rental fees paid

## WHAT ARE THE INSURANCE REQUIREMENTS?

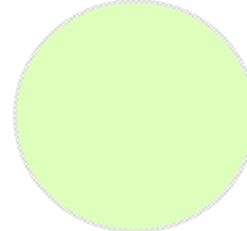
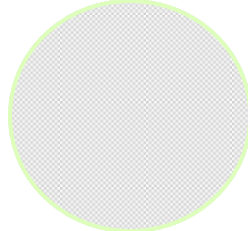
The City of San Ramon requires proof of insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the renter's use of any sports facility and sports field. The cost of such insurance shall be the responsibility of the renter.

Insurance coverage must provide a minimum of \$2 Million liability coverage per occurrence and endorse the City of San Ramon as additionally insured for the date(s) of use.

## WHO DO I CALL?

Gymnasium and Field Reservations: (925) 973-3351

# SPORTS FIELDS



## WHAT'S THE COST?

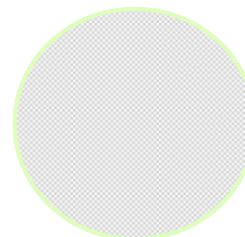
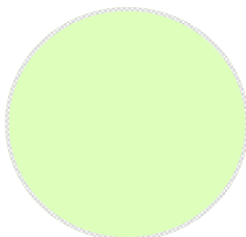
GROUP CLASSIFICATION	HOURLY RATE - PER AREA (TWO-HOUR MINIMUM)			
	Turf Fields: Soccer/ Baseball	Light Fee: Soccer/ Baseball	Synthetic Turf:	
			Tiffany Roberts	Rancho San Ramon
Non-Profit Organization*	\$14.08	\$21.98	\$44.02	\$66.03
Resident – Private	\$13.80	\$21.98	\$44.02	\$66.03
Commercial Resident	\$20.12	\$43.99	\$54.99	\$82.49
Non-Resident	\$27.50	\$43.99	\$109.97	\$164.96

**NOTE: Please bring your rental agreement with you on the day of your event to show as proof to other non-reserved parties that you have reserved the designated area.**

- \*Must provide proof of 501(c)3 status and at least 51% of membership must be San Ramon residents.
- Light Fee is in addition to hourly field rental fee.
- No pro-rations will be given for half-hours or unused rental time.
- Baseball Bases and Soccer Goals are not included in field rentals.
- When reserving a neighborhood park/field, ensure field activities be sensitive to the surrounding community.
- Alcoholic beverages are not permitted in any City of San Ramon park.

- Signage, posters, advertisements, banners, etc. may not be attached to any existing park structure or facility including, but not limited to arches, walls, trash and ash receptacles, columns, light posts, and windows.
- In the event that there are damages to the facility or its equipment as a result of the rental, the renter is responsible for all replacement costs for damages resulting from their use of the facility. The replacement costs and repairs will be assessed and contracted or repaired by the City of San Ramon.
- The renter must agree to take full responsibility for the behavior exhibited by his/her guests, staff, coaches, instructors, students, athletes and spectators.
- Patrons are responsible for personal property. City of San Ramon cannot be held liable for items left in or around any facilities or parks.
- Advertising or selling of any product or service is prohibited.
- Tennis Courts are available on a drop-in basis only. No other activity other than tennis is permitted on the courts.
- “For-profit” organizations or persons reserving outdoor facilities or gymnasiums for the purpose of generating a profit (i.e. private sport camp or tournament) will be approved at the discretion of the Facilities Supervisor. **“For-Profit” camps will be required to pay the hourly rate upfront and at conclusion of camp or program must provide the City of San Ramon with a detailed budget determining whether 20% of total gross revenue or the hourly rate is greater. Payment difference will be due immediately if applicable.** Camps and Tournaments are subject to additional restrictions.
- Any group utilizing audio equipment must have a full understanding of *Municipal Code B6-115: Amplified Sound*.
- Stakes longer than 6” may not be driven into any grassy, dirt, or sand areas. No stakes may be driven into any concrete or asphalt areas.
- Smoking and Tobacco are not prohibited in any City of San Ramon Park or Facility - *Ordinance: Section B6-73*.

# GYMNASIUMS



- Signage, posters, advertisements, banners, etc. may not be attached to any part of the facility.
- In the event that there are damages to the facility or its equipment as a result of the rental, the renter is responsible for all replacement costs for damages resulting from their use of the facility. The replacement costs and repairs will be assessed and contracted or repaired by the City of San Ramon.
- The renter must agree to take full responsibility for the behavior exhibited by his/her guests, staff, coaches, instructors, students, athletes and spectators.
- Patrons are responsible for personal property. City of San Ramon cannot be held liable for items left in or around any facilities or parks.
- Animals are not allowed in the in gymnasiums with the exception of service animals.
- Advertising or selling of any product or service is prohibited.
- “For-profit” organizations or persons reserving outdoor facilities or gymnasiums for the purpose of generating a profit (i.e. private sport camp or tournament) will be approved at the discretion of the Facilities Supervisor. **“For-Profit” camps will be required to pay the hourly rate upfront and at conclusion of camp or program must provide the City of San Ramon with a detailed budget determining whether 20% of total gross revenue or the hourly rate is greater. Payment difference will be due immediately if applicable.** Camps and Tournaments are subject to additional restrictions.
- If no previous activity is scheduled at the preferred Gymnasium, a two floor/two hour minimum requirement will be observed.
 

NOTE: No pro-rations will be given for half-hours or unused rental time.
- The renter will be charged a rate of twice the hourly fee (no pro-ration for portions of an hour) for gymnasium usage that falls outside of the reserved times.
- Community gymnasiums are for athletic events only.
- Scoreboard use requires training in advance and is subject to an additional fee. Sports Staff will not keep score.
- Food and beverages of any kind are not permitted in any of the Gymnasiums (water permitted).
- Camps and Tournaments are subject to additional restrictions.

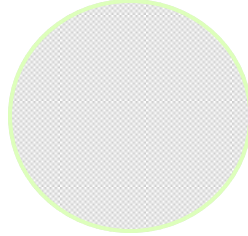
## WHAT’S THE COST?

GROUP CLASSIFICATION	HOURLY RATE - PER AREA (TWO-HOUR MINIMUM)			
	PINE VALLEY GYM		IRON HORSE GYM	
	Floor A or B	Main Floor	Floor A, B or C	Main Floor
Non-Profit Organization*	\$47	\$82	\$52	\$128
Resident Private/Group	\$58	\$105	\$64	\$145
Commercial Resident	\$69	\$116	\$74	\$151
Non-Resident Private/Group	\$69	\$116	\$74	\$151
Non-Resident Commercial	\$116	\$174	\$128	\$272

**NOTE: Please bring your rental agreement with you on the day of your event to show as proof to other non-reserved parties that you have reserved the designated area.**

- \* Must provide proof of 501 (c) 3 status and at least 51% of membership must be San Ramon residents.
- Gymnasium rentals require a \$400 damage deposit in addition to rental fees.
- Rental of the Main Floor does not allow for more than one game/ practice going on simultaneously.
- Alcoholic beverages are not permitted in any City of San Ramon gymnasium

# CITY OF SAN RAMON SPORTS FIELDS & GYMNASIUM RESERVATION APPLICATION



## APPLICATION INFORMATION:

**Applicant Name:**

**Company or Organization:**

**Address:**

**City:**

**Zip:**

**Primary Phone:**

**Work Phone:**

**Email:**

- *All reservations must be made in person.*
- *This application does not guarantee your reservation.*
- *Reservations are only confirmed once all appropriate payments have been made and a rental agreement has been completed.*

## EVENT INFORMATION:

**Type of Event:**

**Gyms:**    ☐ Iron Horse Gym    ☐ Pine Valley Gym

**Floors:**    ☐ Floor A    ☐ Floor B    ☐ Floor C

**Fields:**    ☐ Complex: \_\_\_\_\_

☐ Baseball/ Softball    ☐ Soccer    ☐ Other: \_\_\_\_\_

**Extras:**    ☐ Lights

**Date of Event:**

**Start Time:**

**End Time:**

**Estimated Total Attendance:**

## PAYMENT INFORMATION:

**Check Number Enclosed:**

**Charge to my:**    ☐ MasterCard    ☐ VISA    ☐ American Express

**Print Name on Card:**

**Authorized Signature:**

**Expiration Date:**

**Date:**

**Credit Card No.**    \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ - \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ - \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

**Amount \$:**